



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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1. Application Date <b>February 25, 1974</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. <b>132</b>		Date Received <b>FEB 27 1974</b>	Application No. <b>74-72</b> Date Completed <b>MAR - 8 1974</b>
3. AGENCY, Division, Subdivision & Administering Office Address  <b>Georgia Department of Agriculture Animal Industry - Animal Disease Eradication Section 19 Hunter St., SW, Atlanta, Ga. 30334</b>		4. Person to Contact  <b>Dr. James Andrews</b>	
		5. Working Title <b>State Veterinarian</b>	6. File No. <b>656-3667</b>

7. ACTION REQUESTED TO RESCEND DISPOSITION STANDARD 396, Dec. 4, 1972

☐ ESTABLISH DISPOSITION STANDARD; ☐ DISPOSE OF PRESENT ACCUMULATION;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series <b>1969 to Date</b>	9. Exact Series Title <b>VACCINATION BRUCELLA STRAIN 19 FILES</b>
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10. What is the function of the office in which this record series is created?

The Section administers the Livestock Health Rules and Regulations pertaining to Herb Accreditation, Herd Certification, and Validation. It records tests for Tuberculosis and Brucellosis in Cattle, and brucellosis in swine; receives affidavit from herd owners requesting certification, registration or validation thru owner's Veterinarian; evaluates affidavit for certification accreditation and/or validation - if qualified issues certification, accreditation, and/or validation; inspection of herds for re-certification, re-accreditation, and/or re-validation - if qualified issues re-certification, re-accreditation, and/or re-validation certificates on selected anniversary date each year after first qualifications.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

The Herd Vaccination Chart ADE 4-24 is now filed in the Herd Folders

CATTLE HERD LABORATORY TEST FILES, Standard No. 394, Dec. 4, 1972

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers							
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
			AVERAGE DAILY REFERENCE	This Year's	Last Year's	Preceding Year's	All Prior Years'

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [x]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. ☐ [ ] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files?  
Files necessary until owner goes out of business ☐ [ ] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [x] ☐ [ ]

24. REQUIREMENTS. The following requires the files to be kept discontinued years:

- a. ☐ [ ] STATE LAW b. ☐ [ ] STATUTE OF LIMITATION c. ☐ [ ] AUDIT PERIOD d. ☐ [ ] FEDERAL LAW e. ☒ [x] ADMINISTRATIVE DECISION f. ☐ [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [ ] CALENDAR YEAR ☐ [ ] FISCAL YEAR ☒ [x] OTHER \_\_\_\_\_, then:

- ☐ [ ] Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):  
☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold \_\_\_\_\_ year(s):  
☐ [ ] Destroy.  
☐ [ ] Transfer to State Archives for permanent retention.  
☐ [ ] Destroy immediately after cut-off.  
☒ [x] Other: (Specify)

Files now a part of CATTLE HERD LABORATORY TEST FILES, Standard No. 394, Dec. 4, 1972

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>			
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>Ellis D. Hicks</i>	2-25-74
	State Auditor/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>William M. Dixon</i>	3-5-74
	Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>Carroll Hart</i>	3-4-74
	Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>W. R. K. Sheel</i>	3-5-74

STATE RECORDS COMMITTEE